



**Islamic Republic Of Afghanistan
Kabul Municipality**



TRAINING POLICY STANDARD OPERATING PROCEDURES

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Signature: _____



Islamic Republic Of Afghanistan Kabul Municipality



References: [Capacity building and Training Working Group No. #]

Definitions: The following definitions apply to this Standard Operating Procedure:

Training and capacity building refers to Afghanistan National Development Strategy and Civil Servant Law as cross cutting issues as below:

Applicability: This Standard Operating Procedure applies to all Kabul Municipality Training programs or donor funded projects.

Policy: It is the policy of Kabul Municipality to upgrade the human capacity of the KM employees to carry out their responsibilities effectively and efficiently.

Procedures:

1. The Kabul Municipality Master Training Plan is the main reference for planning for all of the training programs.
2. Before delivery of any training program there should be a comprehensive training needs assessment within the targeted employees.
3. Documents of the training assessment should be analyzed and then compared against the KM-Master Training Plan.
4. All training funded programs should be coordinated in advance with the Human Resource Department to be consisted with the KM-Master Training Plan.
5. Accordingly based on the TNA results, the KM-Training Team will start to develop training materials based on Adult Learning principles and Kabul Municipality Policy standards.
6. Logistic and technical preparation will be done by using the master preparation checklist which has been included with KM-Training Policy.
7. Students of all training program will be selected and introduced by KM Human Resource Department based on KM-Training Criteria
8. The participants of the any training program will be invited by Human Resource Department though an official letter to the related departments.
9. The training venue will be selected by HR-Training team in advance and the venue should meet the KM-Training Policy Standards.
10. All training materials or participants handout should be branded based on KM-Training Branding and Copy Right Policy.
11. To have an accurate record for all conducted training course, the instructor of the any training should use the standard attendance sheet template that should fill every day by each participant.



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12. Post evaluation should be done for all training courses. This evaluation will be done at the end of the training course by using the standard evaluation template which has been included with KM-Training Policy.

PREPARED BY:

APPROVED BY:

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